



TERMS OF REFERENCE

Junior Professional Officers (JPO)

I. General Information:

Title:

Programme Officer

Sector of Assignment:

Governance and human rights

Country:

Belarus

Location (city):

Minsk

Agency:

UNDP

II. Supervision:

Title of Supervisor:

Programme Manager

Content and methodology of supervision:

- Joint identification of areas for programme development.
- Supervision to be provided through coaching.
- In some instances, supervision may also be provided by the Deputy and/or Resident Representative, who will also be available for coaching in key programme skills.
- There should be daily interaction with the supervisor, primarily through informal communications. There will be at least two formal reviews of the performance each year in accordance with UNDP RCA system.
- The content and nature of supervision depends on the JPO's skill and pace of learning.

III. Duties, Responsibilities and Output Expectations:

1. Provides systematic analysis of the country's development situation in areas covered by the assigned thematic portfolio, thus including Governance with special attention to issues of policy dialogue and policy development, Information and Communications Technology for Development, Civil Society Development, development of legal assistance to the population. 10%

2. Builds up and maintains partnerships and continuous dialogue with government institutions, NGOs, the scientific community, private sector and other development organizations, in order to identify catalytic areas eligible for UNDP support and intervention, and develops programme/project proposals in light of national priorities and UNDP strategic focus areas, and to provide advisory services. 10%

3. Analyses context, indicators and proposes UNDP's contribution and drafts policy documents especially for implementation of Country Programme Document (CPD) and other strategic documents in the areas assigned. 5%

4. Proposes content for reports both substantive and financial upon their availability in UNDP's integrated electronic management system ATLAS. 5%

5. In close cooperation with Programme Manager negotiates, designs and formulates the portfolio-related programme and project documents. Provides for :

- Establishment of monitoring mechanisms;
- Introduction of performance indicators/success criteria, targets and milestones;
- Assessment of counterpart support capacity.

Further in elaboration of project documents contributes to:

- the process of project formulation, including when needed, drafting of project documents
- communication with the Government and other partners at all stages to ensure high quality project formulation, wide ownership, and to increase the likelihood of effective implementation.
- appraising project concepts and project documents
- elaboration of Terms of Reference (TORs) for key project staff and assist project management in drafting others as needed,
- preparation of TORs for project consultants, in consultation with project management;
- presentation of projects at local Project Appraisal Committees (PACs), and to preparation of materials for external appraisal when needed;
- participation in selection (interviewing) of key project personnel.
- advising national coordinators and project managers on UNDP norms and rules for project implementation;
- supplying the Programme Support Unit (PSU) with information necessary to (1) draft cost-sharing agreements, (2) prepare UNDP-format project budgets, (3) enter the project budgets into ATLAS (4) insure timely communication of project information to UNDP Headquarters as (and if) requested by the latter. 15%

6. Monitors and evaluates ongoing projects substantively through:

- discussions with national executing agencies and other project counterparts of project workplans, progress and performance, including through regular project visits;
- organizing evaluation missions, writing TORs for consultants, participating in their selection and preparing programmes of meetings;
- organizing tripartite review meetings and writing commentary for TPR and Annual Project Review reports;
- proposing direction and solutions in steering committee meetings;
- initiating and carrying out project monitoring visits; arranging programmes for outside missions interested into subjects falling under to sectoral/thematic assigned portfolio;
- guidance and training of project personnel;
- resolving problems in execution and implementation streamlining relations between national project directors, consultants and executing agencies;
- initiation when necessary and coordination of preparations of revisions of project documents; 10%

7. Monitors ongoing projects in thematic areas under his/her responsibilities financially to ensure efficient and timely delivery of inputs and the realization of the targeted expenditure/delivery level/rate through:

- Monitoring project expenditures and disbursements;
- Enabling the PSU with information necessary to prepare mandatory and substantive budget revisions (due to revision of objectives, increase/decrease in inputs by any of the parties to the project);
- Enabling the PSU and project management to work together to process (a) project requests for direct and advance payments, (b) requests for travel authorizations, (c) recruitment requests, (d) procurement requests; and to ensure cost-sharing payments are made on schedule. 10%

8. Consistent with the resource-mobilization strategy and under guidance of the Programme Manager, mobilizes cost-sharing resources from the government, donors and other partners to leverage UNDP resources for projects in thematic areas under his/her responsibilities. 15%

9. Advocates, promotes awareness and understanding of the UNDP mandate, mission and purpose and focus on Sustainable Human Development with special emphasis on thematic areas under his/her responsibilities. May represent UNDP accordingly and/or act as a resource person on substantive themes at national/international fora. Acts as a focal point for UN agencies and other international organizations in relevant thematic areas. Especially supports the work of Advisor to the RC on issues of donor coordination, so that he/she can provide backup during the absence of the advisor to the RC. 5%

10. Ensures efficient information sharing and collaboration with other UNDP staff aimed to raise

the quality and increase the impact of UNDP interventions in Belarus and in integrating governance and human rights components into the on-going and planned projects. 5%

11. Provision of knowledge based advisory services as needed, based on ongoing dialogue with government and other key partners, according to programme section TOR. 5%

12. Allocates and effectively uses time for learning. Keeps abreast of UNDP substantive documents in areas of responsibility, including through knowledge networks, and is well informed on UNDP policies, rules, procedures and directives. Shares experience with other staff. 5%

IV. Qualifications and Experience:

Education (only Master's degree or equivalent):

University degree (masters') or equivalent in social sciences or development related studies, including studies and/or research on governance issues.

Work Experience (at least 1 to 2 years relevant work experience):

- At least 2 years relevant work experience
- Some experience in programme / project management and resource mobilization
- General experience in development related activities either within home country or abroad
- Educational and/or professional experience in thematic areas of responsibility and in working with other people and/or organizations in these areas.
- Good understanding of governance, human rights issues, and the socio-economic context in the country and/or region

Key Competencies of the assignment:

- Analytical and problem solving capacities
- Good judgment, sensitivity and tact
- Excellent drafting skills in English and Russian
- Good knowledge of IT tools

Language Requirements:

- Russian – full working knowledge,
- English – fluent,
- Third language is an asset.

V. Learning Expectations:

Upon completion of the assignment, the JPO will have / be able to...: Training will be done through a mix of on-the-job training/coaching and formal training in programme development, implementation and monitoring, on governance issues, in particular on alternative modalities through which objectives related to improved governance can be met in Belarus and eastern Europe. This will be done through participation in project work, local seminars, as well as seeing comparative approaches in other countries. Similarly the JPO will learn presentation and representation skills both through interaction with programme staff and the RR, and more formal training. The JPO will participate in knowledge networks through knowledge products preparation and participation in communities of practices discussions and trainings.

VI. Background Information:

The JPO will work closely with Programme Manager on the Governance portfolio. This is an area in which UNDP is uniquely suited to work in Belarus because, of its position as one of the few organizations working with a range of government as well as civil society organizations. Areas of work would include issues of Information and Communications Technology for Development, Civil Society Development and development of legal assistance to the population.

VII. Information About Living Conditions at the Duty Station:

Minsk is a city of 1.7 million with a wide range of services, albeit not all are easily accessible. Accommodation for most staff is in apartments in 6-8 story buildings. Public transport and taxis are readily available though the quality varies. Security is generally good, if normal precautions for life in a big city are taken. Forest, lakes and pretty northern European rolling countryside and villages are readily accessible from the city. Periodicals, newspapers and books are only readily available in Russian. Local medical services are adequate, and private clinics of "Western European"

standards are available. Vilnius (Lithuania), 190 km away, also presents an easy alternative for shopping and services, including medical.